



FINAL MYLAR PROCESSING

Request to run Final Mylars

Final Mylar submittal of the Final Plat can be requested after:

- All Engineering Plans must be approved before making this request if public improvements affecting the plat are required.
- All supplemental documents which affect the Final Mylars should be submitted and approved before making this request.
- Send eight (8) paper copies or one (1) digital PDF of the Final Plat, addressed to the plat reviewer, through QCR.

City Planning and Development Department - Development Services

Attn: Sy Noorbakhsh, C.B.O. Supervisor of Plans Management

Permits Division, Plans Management Branch

Kansas City, Missouri 64106

Tele: (816) 513-1500 Opt #3 then Option #3 again

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- After the following departments give approval, then final mylars can be ran:
 - Land Development Division (Plat Reviewer and Plan Reviewer)
 - Development Management
 - GIS Department
 - Law Department
 - Fire Department
 - Public Works Department
 - Water Services Department (Storm Water Division, Water Main Extension Division)
 - Other departments as required (Parks & Rec., etc.)

One (1) mylar (if Clay or Platte County), three (3) mylars (if Jackson County) and twelve (12) paper copies, signed and sealed by Surveyor and signed and notarized by Owner, are submitted to LDD Plats Review Group, through QCR.

City Council

The plat will be introduced to the Full Council on a Thursday (first reading), usually 9 days after the CPC has recommended approval if:

- The ownership certificate is current within 90 days;
- The name on the ownership certificate matches the name on the plat drawing;
- The legal description on the ownership certificate completely and accurately describes all of the property being platted;
- The CPC has recommended approval;
- The CPC disposition letter does not contain a condition which must be satisfied before the plat can be introduced to Council.

The full Council assigns the plat to be heard by the Planning Zoning & Economic Development (PZ&E) Council Committee on the following Wednesday

- If the Plat is approved and passed out of PZ&E, as 'Advance and Do Pass' then it is heard by the Full Council the very next day Thursday (second and third reading) and then can also be passed by the Full Council on the same day. If the Plat is approved and passed out of PZ&E as 'Do Pass' then it is heard by the Full Council the following day Thursday (second reading) and again the next week on Thursday (third reading) and can then be passed by Council.

Once the plat ordinance has been passed by Council, this starts the 10 day waiting period until the Final Plat ordinance becomes effective. Mylars will be circulated for signatures after the third reading of the Final Plat Ordinance by City Council. The Final Plat is signed by:

- Mayor
- City Clerk
- City Planning Commission Chairman
- City Planning Commission Asst. Secretary
- Director of Public Works
- City Engineer